



ST. Philip

**CATHOLIC ELEMENTARY SCHOOL
STUDENT HANDBOOK & RE-ENTRY PLAN
2020-2021**

GOD CALLS US EACH BY NAME



**EDMONTON
CATHOLIC SCHOOLS
Updated October 18, 2020**

Student Handbook & Re-Entry Plan

WELCOME & PRINCIPAL'S MESSAGE

Welcome to the St. Philip school community! We hope that the information in this handbook will help to familiarize you with our school. The 2020-2021 school year will look somewhat different than usual due to the implementation of COVID 19 safety protocols in our school. It is our goal to continue to provide students with an innovative and vibrant learning environment in Kindergarten through grade six and to foster a sense of community and connectedness with our students.

It is with great pleasure that we take this opportunity to welcome you to St. Philip Elementary School. We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us.

We are so excited to see your children! We have your children's safety in the forefront. This document is our school Re-Entry plan and handbook, a resource for your family regarding information about the daily aspects of life at St. Philip School. While this information cannot answer all questions, we hope it will be useful. We will remain responsive and adaptable to any changes that may arise as more is learned about COVID-19 and the appropriate responses to reduce or mitigate the risks.

At St. Philip, we strive to maintain close communication with our families to best serve the needs of our students. We look forward to making your child's educational experience at St. Philip School productive, rewarding, and memorable.

Best wishes for a successful year. We are glad you chose St. Philip School where we truly believe that *"...learning has no limits."*

MISSION OF EDMONTON CATHOLIC SCHOOLS

To provide a Catholic education that inspires students to learn and that prepares them to live fully and to serve God in one another.



EDMONTON CATHOLIC SCHOOLS

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PROGRAM OF STUDIES

Students in Kindergarten through Grade 6 follow the approved Program of Studies outlined by Alberta Education. In September, parents are invited to watch our “Meet the Staff” video posted on teacher Google Classrooms or Google Sites. Each teacher will review their program and the academic goals to be achieved during the school year. Alberta Education publishes curriculum information for parents that are available online at the following address:

<http://www.learnalberta.ca/content/mychildslearning/index.html>

ONLINE OR AT SCHOOL LEARNING

Online learning in the fall is different than it was last Spring. Online learning has started, and students are being taught by online teachers through Genesis Online. We have one community 5/6 cohort being taught by Mr. Tait one of our own teachers.

A child will be supported by their classroom teacher to learn at home if they are required to isolate due to illness or because they are in close contact of a case of COVID -19. The child will be able to access their Google classrooms to see work and assignments for their classes but will not be able to access their homeroom classrooms remotely.

Online instruction for those choosing remote learning will be provided by teachers assigned from the school division. Online instruction will focus primarily on the academic subject areas – Religion, Language Arts, Science, Mathematics and Social Studies.

It has become evident that offering two options for learning (in-person and online) has stretched our human resources to their limits. As a Division, we are experiencing difficulty finding qualified Catholic teachers, especially in specialized programs, as school jurisdictions across the province are all hiring additional teachers. For this, as well as a multitude of other reasons, we have made the difficult decision to only **accommodate one further move between in-person and online learning at the end of this quartermester**. **The choice that you make for your child’s learning for the second quarter will be the way that they learn for the remainder of the 2020-2021 school year.**

The Division has created a video for you to explain the many factors that led to this decision. It is found by [clicking here](#).

Your current choice does not automatically rollover into the second and final quarter.

Next steps:

- **By Thursday, October 15th**, you will register your learning choice through the link on PowerSchool (<https://powerschool.ecsd.net>). The choice that you make will be the way that your child learns, in-person or online, **until the end of June 2021.**

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- **Your choice cannot be changed after October 15th.** There is significant planning that needs to take place in preparation for the start of the second quarter on November 10th. We need to have all students committed to their learning option by October 15th to allow us the time to adjust classes and assign staff as required.
- By November 9th, you will receive communication which class your child will continue in for the remainder of the school year. We will not be switching students out of their current at school class unless absolutely necessary.

CORE INSTRUCTION (at School)

Core instruction includes the following subjects: Religion, Language Arts, Mathematics, Social Studies, Science, Physical Education, and Health. In Elementary, Art and Music are required subjects.

We recognize the importance of physical education for student health and well-being. Physical education classes will be offered with the following practices in place:

- Activities supporting increased physical distancing are encouraged
- Use of shared items or sports equipment is discouraged
- Shared equipment will be cleaned before and after each use; users must perform hand hygiene before and after each use
- We will expand our recess bags to be able to facilitate some Physical Education programming reducing the need to share equipment with other cohorts.
- Outside activities to be encouraged when and where possible
- When able to maintain a 2m distance for a period of time, students will be able to remove their masks. Teachers will incorporate activities throughout the lesson to allow for this giving students a short break from their masks.

SCHOOL RE-ENTRY PROCEDURES

We know that many families are anxious about sending their children to school during the pandemic. Please know that the Edmonton Catholic School Division has put together a comprehensive Division Re-Entry Plan designed to mitigate risks and keep our students and staff as safe as possible while we deal with this pandemic.

Student Handbook & Re-Entry Plan

SAFETY AND WELL-BEING

Cohorts

As the risk of transmission of COVID-19 is reduced by limiting exposure to others, cohorts are recommended where possible. As per the ECSD Re-Entry COVID-19 Guidelines, cohorts refer to a group of students and staff who remain together. This helps decrease the number of close contacts within the school environment. Where possible, staff will move between rooms to limit student movement. In classrooms and on busses, seating plans will be used. It is still recommended to maintain physical distancing within a cohort whenever possible to mitigate the risk of transmission.

Physical Distancing

Physical distancing will be in place to the greatest extent possible. To this end, the following practices and procedures will be in place:

- Whenever possible, tables in classrooms, particularly for younger students who are not required to wear masks throughout the day and who might find it harder to maintain a 2m distance, will be replaced with desks where possible.
- Students at all grade levels will have assigned seats in classrooms.
- Students at all grade levels will eat lunch in their classrooms staying in their assigned seats (this is especially important since students will not be wearing masks while eating).
- To reduce the number of students in the hallways at any one time during the school day, recess and lunch breaks will be staggered.
- During inclement weather or on extremely cold days (colder than -20° C), measures will be taken to allow elementary students to access the building as they arrive after 8:06am. Students are to go directly to their homeroom classroom when allowed into the building early. Supervisors will be on duty in the hallways.
- Signage will be clearly posted in hallways and floors, directing students, and providing guidelines for distancing.

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Mask Wear

Mask use at St. Philip will follow guidance from our Divisions Re-Entry Plan

- **Mask use is mandatory for all staff and visitors whenever a distance of two meters from others cannot be maintained.**
- All students are required to wear masks on yellow school busses.
- **Students in grades 4 – 6 are mandated to wear masks.** This includes during ALL instruction. Students and staff will be encouraged to facilitate lessons outside when able. Masks are not required when personal exertion is involved in the activities, as long as physical distancing can be reasonably maintained throughout the activity, and particularly when participating outdoors.
- **Although not mandated for K-3, the use of masks is strongly recommended to help reduce the potential for transmission and exposure.** Particularly when entering the school and in hallways where maintaining physical distancing could be difficult. Children who are sent to school with their masks by parents will be instructed to wear their mask during the day.
- **Parents who are dropping off or picking up students at designated doors are asked to wear a mask.**
- Students who become ill during the school day will be asked to wear a mask.
- All students will be provided with two reusable masks.
- Anyone wearing a face shield must also wear a mask.

Enhanced Cleaning

The safety of students and staff is of paramount importance to us. Therefore, we have increased measures regarding cleaning and sanitation at our school. These measures include:

- purchasing provincially recommended COVID-19 cleaning supplies
- additional training for custodial staff
- removing any soft furnishings and area rugs from classrooms and common areas that cannot be cleaned to provincial standards
- frequently cleaning high-touch surfaces such as water fountains or door handles
- more frequent cleaning and disinfecting throughout the school, with specific attention to washrooms, high-traffic areas, and classrooms
- regular cleaning of student desks and chairs

Our Division is procuring all COVID-19 cleaning and safety items on behalf of all our schools. This will help ensure all schools use products that adhere to health standards and meet requirements to mitigate the spread of COVID-19.

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HOURS OF OPERATION

Due to COVID-19 restrictions, we will have separate lunch times for students. This reduces the number of students on the fields at any one time, which in turn reduces accidents and helps us to keep our students safe.

EARLY LEARNING

KINDERGARTEN
(No instruction on Thursdays)

Half Day AM 8:21 AM – 11:22 AM

GRADES 1 – 6

It is very important that students and parents adhere to the designated entry and exit doors assigned to each homeroom. **Grade 4 – 6 students will be required to wear a mask prior to entering the school. Although not mandatory, it is recommended that students in grades K-3 also wear their masks.** Staff members will be monitoring and controlling access to the building. Students will have designated doors and assigned areas to line up each day. Students will be required to maintain physical distancing when lining up. Recess breaks will be staggered to reduce the number of children in the playground and on the fields. At the end of the day, students who take the bus will be called down to line up separately, allowing other students to get their coats and exit.

Day	AM Time	LUNCH	PM Time
Monday	8:21 AM- 11:50 AM	STAGGERED EATING/RECESS 11:50 AM -12:10 PM RECESS/EATING 12:10 PM - 12:30 PM	12:30 PM – 2:58 PM
Tuesday	8:21 AM- 11:50 AM		12:30 PM – 2:58 PM
Wednesday	8:21 AM- 11:50 AM		12:30 PM – 2:58 PM
Thursday	8:21 AM- 11:41 AM		NO SCHOOL FOR STUDENTS
Friday	8:21 AM- 11:50 AM		12:30 PM – 2:58 PM
	Staggered Morning Recess 9:45 AM – 10:00 AM 10:15 AM -10:30 AM		Afternoon Health Break 5 minutes

*The outside bell rings at 8:21 AM. Five minutes prior, students are asked to line up in homeroom groupings, maintaining physical distance, and wait for their teacher to help them sanitize and escort them into the building. In the event of inclement or extremely cold weather (colder than -20° C), students will be allowed into the school upon arrival (starting at 8:06am), where they will quickly remove coats and footwear, then make their way directly to their homeroom classroom.

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EARLY DISMISSAL DAYS

In order to provide for early dismissal before major holidays, the Thursday before Christmas Holidays, Spring Break and Summer Holidays will be a full day of instruction for students. The Friday before the holiday will be a short day with dismissal at 11:41 am.

Parents are expected to make arrangements for students to be picked up at the dismissal time. We cannot allow students to wait for older siblings outside our supervision times.

FIRST WEEK OF SCHOOL

To ensure that all our staff and students feel safe, we will be moving to a staggered entry. This will give staff and students the ability to take some extra time to review protocols. Students will be able to learn to navigate around the building and learn about school procedures related to COVID with less students in the building. The full day will be given to the lower grades to give more time for the younger students to familiarize themselves with new safety protocols.

- Wednesday, September 2 (full day): All grades 1-3
- Thursday, September 3 (half day): All grades 4-6
- Friday, September 4: **No school for students.** Professional Development Day for Staff

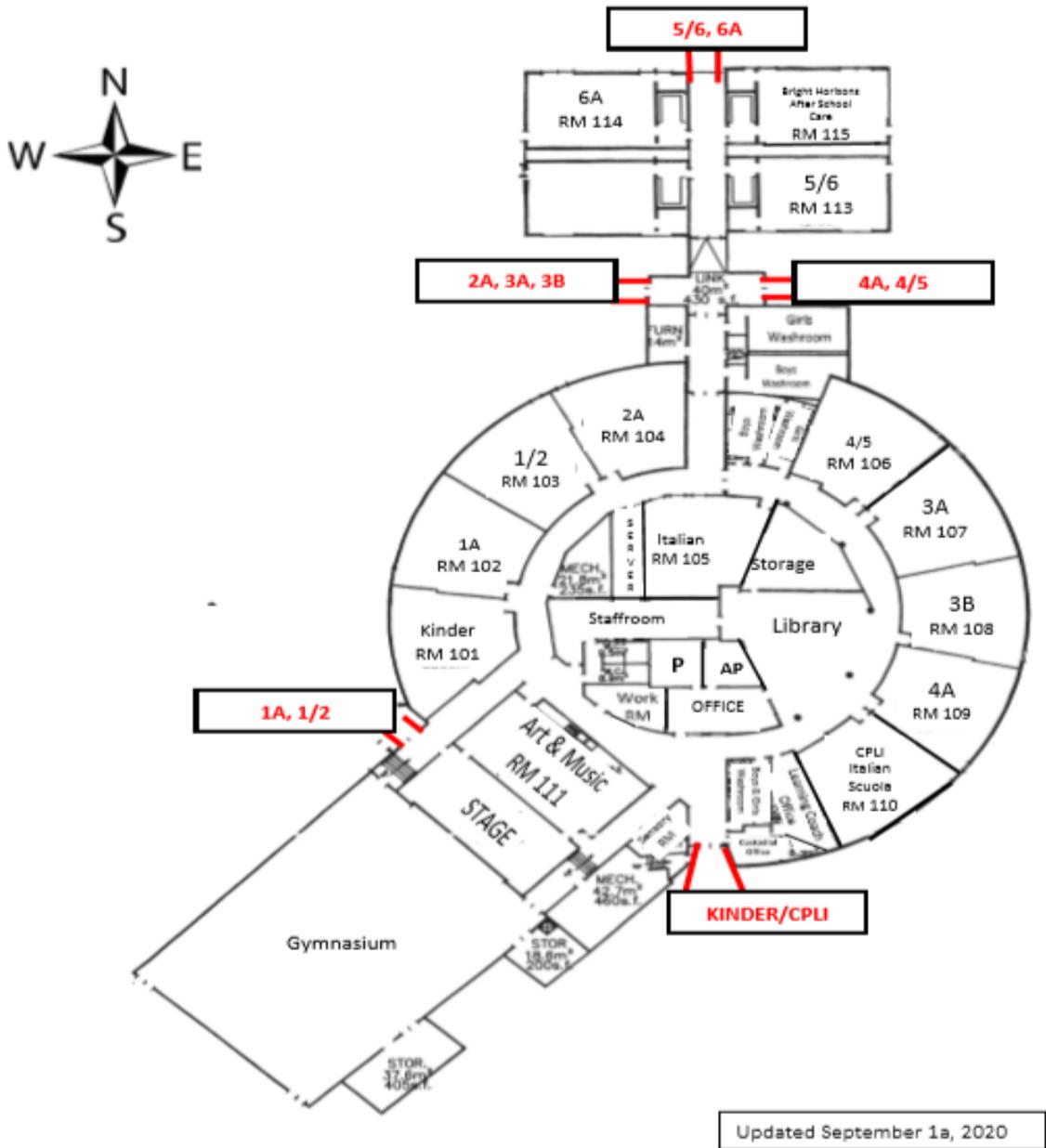
Information will be sent to parents on September 1 regarding homerooms and reminders for the first week. Kindergarten students will have their staggered entry on September 2 and 3. Information on how to sign up will be on the teacher's Google Site that will be shared with all Kindergarten parents.

Don't Forget your own masks on the first day!

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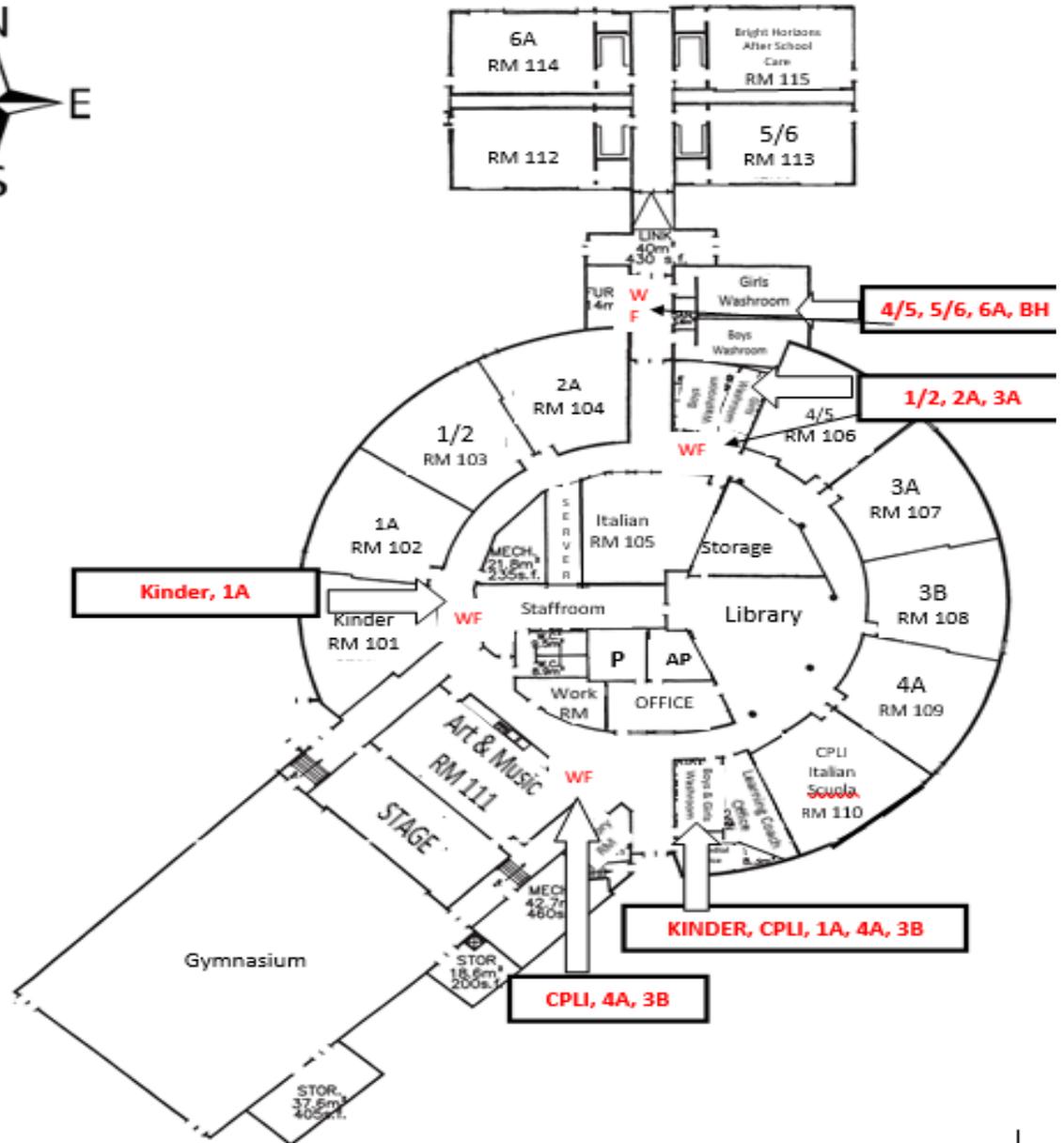
Entry and Exit Doors (subject to change)

St. Philip Elementary School CLASS ENTRANCES



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St. Philip Elementary School Water Fountains and Bathrooms



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ACCESS TO THE BUILDING

School entry doors are open for elementary students at 8:21 AM each day. Students are expected to enter and exit the building through their designated doors. **Please note the main St. Philip school doors will be used for Kindergarten and CPLI (Italian Language School) ONLY. Other students are not to enter or exit through these doors.** Elementary students line up, maintaining appropriate physical distancing, at their **assigned doors** and enter once an adult is there to escort them in.

Siblings must plan to meet at the entrance door of the youngest child outside the school at the end of the day. This includes older siblings from Cardinal Leger who are picking up their younger brother or sister.

In order to maintain the safety of our students, exterior doors are locked during the school day. Students who are late for school are asked to enter through the front door and stop at the office to get a late slip. The front entrance of the school is for students who arrive after this time so that they will need to ring the bell to gain entrance to the school.

Parents who pick their children up after school are asked to wait outside their child's designated door until students exit or wait in the car. **Parents will not be able to enter the building to meet children while COVID 19 protocols are in place.** Parents are asked to wear a mask and to maintain physical distancing from others when picking up their children.

While the teachers are getting to know your child, they will want to know the dismissal arrangements for the end of the day. Will the parent meet the child at the exit door? Will they walk home with an older sibling? Do they take the yellow bus? etc... **It is important to share this information with the homeroom teacher regardless of the grade of your child.**

Children should not be at school before 8:06 AM or after 2:58 PM unless they are involved in a scheduled and supervised school activity. **The school playground is off limits before and after school.**

ACCIDENTS

First aid will be given to a student who is injured on the premises or the school grounds. Staff members administering first aid will wear personal protective equipment including gloves, masks, and possibly face shields and gowns. If a face shield is used, a mask must also be worn. Younger students may be asked to wear a mask if they are receiving first aid. In the case of a severe accident, if a parent cannot be reached, we will notify the responsible person (Emergency Contact) indicated in PowerSchool.



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APPOINTMENTS

Whenever possible, parents are asked to schedule medical, dental or other appointments after school or on early dismissal days so that students do not miss valuable instructional time. Please notify your child's teacher and the school office, as soon as possible, if an appointment has been scheduled during school hours.

ATTENDANCE & LATES

Parents of students who must be absent from school are asked to contact the school before classes begin. An answering machine is operational for your convenience between 4:00 PM and 8:00 AM every day. Parents and guardians who do not phone the school will be contacted at home or at work via our automated phone system.

Students who are late must report to the office and obtain a late slip before entering class. We require a parent phone call when students must leave the school during the school day for appointments or other commitments. In addition, students are required to sign out at the office. Parents will be required to wait outside the front door so that office staff can visibly see that the parent is there to pick up the child; this ensures that our students are safe.

Punctuality and regular attendance are essential to success in school and are expected of all students. However, this will be a unique year where students will be required to stay home and self-isolate if they have any symptoms of COVID 19 OR traveled outside Canada in the last 14 days OR were identified as a close contact of a confirmed case or outbreak. Children will be supported by their classroom teacher to learn at home.

BICYCLES

Students bring bicycles to school at their own risk. The school does not take responsibility for theft or damage. **By law, students must wear helmets for their safety.** Helmets should be kept inside the school. Students who choose to ride their bicycles must dismount and walk beside them while on school property. There is a bike rack at the front of the school to lock up the bicycles.

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BUSSING

Yellow bus service is available for students living within our boundary area and outside of the 2 km “walk zone.” For consistency, eligibility is determined using distances calculated through Google Maps.

The cost of a yellow bus is \$35/month for elementary students. Bus pass costs are subsidized by the school district. The cost to replace a lost or stolen bus pass is \$5.00 for yellow busses. **Payments for bus passes may be made through PowerSchool. Students without a bus pass will not be permitted on the school bus. If your child usually rides the yellow school bus and will not be riding the bus home on a particular day, please inform the school.**

Due to pandemic protocols, **all students are required to wear masks while on school busses** until further notice. Students will be assigned seats and a record of the seating plan will be kept assisting with contact tracing should a student contract COVID 19.

There will be an increased frequency of cleaning and disinfecting of high-touch surfaces, such as door handles, window areas, rails, steering wheel, mobile devices, and GPS prior to each run.

Additional Procedures:

- **Students who live in the same household will be seated together.**
- Whenever possible, limits will be placed on the number of students using the same bench on the bus.
- Students will line up, maintaining physical distance, in the order they are seated on the bus, with students sitting at the back of the bus entering first.
- When busses arrive, students seated at the front of the bus will unload first.
- If a child becomes symptomatic during the bus trip, the driver will contact the school to make the appropriate arrangements to pick up the child/student.
- Families are encouraged to make alternate arrangements for transportation should they not feel comfortable with their children on yellow busses or transit.

CARE OF SCHOOL PROPERTY

Students have the opportunity to use school property such as physical education equipment, science equipment, computers, school furniture, technology, washroom facilities and so on. Students are expected to treat school property and facilities with care. Any loss or damage of school material, through student negligence, improper use, or student misconduct, is the responsibility of the student and the parent. **Students who damage school property or equipment will be responsible for paying for repair or replacement.** Please note shared items will be cleaned before and after use.

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CHANGE OF ADDRESS/PHONE NUMBERS

In case of emergencies, it is very important that the school has accurate contact information for parents and emergency contacts. Please advise the school of any changes in your personal information or phone numbers – including home and work. A **Student Verification of Registration** is required to be completed yearly through your Parent Portal.

EMAIL & SWIFTK12 COMMUNICATION

At St. Philip we make every effort to keep parents informed. Important information that needs to be sent out immediately is sent to parents via email using our SwiftK12 messaging system. Teachers often communicate with parents via email as well. Please help us by ensuring that we have current email addresses.

EMERGENCY EVACUATION

There are a number of situations, such as a major gas leak or a fire, that could potentially lead to the evacuation of the school building. In the event of an evacuation, students and staff would relocate offsite. We would then begin our emergency telephone/email contact (using SwiftK12) with parents to arrange for pick-up and dismissal of children.

The safety of students remains the priority. Drills must still be conducted in the interests of school/site safety practices as outlined within the school year. Physical distancing will still be employed where possible (e.g. Outside during a fire drill), and other risk mitigation strategies will be used including mandatory handwashing/sanitization following a lockdown practice or fire drill.

FIELD TRIPS

Field trips, tours and excursions are school-planned enrichment activities that complement the curriculum. Students are expected to participate. Each teacher is responsible for the organization of the field trips taken by the class. Parents will be informed in advance of the field trip date, the nature of the trip and costs involved. Before each field trip, parents will be asked to read and sign a field trip permission form. For legal reasons, we are unable to accept verbal permission or notes for students to attend field trips. Therefore, children who have not returned a signed field trip permission form to school will not be allowed to participate in the field trip.

Please note – as per ECSD Re-Entry COVID-19 Guidelines, field trips will be postponed maintaining a safe environment and to limit outside contacts.

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FOOTWEAR

Elementary students are asked to clearly label with their name all footwear to help prevent loss. Each student should have outdoor and indoor footwear for cleanliness and safety reasons. Throughout the year, white-soled shoes are recommended for inside wear. White-soled runners are required for physical education. Footwear must be appropriate and safe (and leave no marks on the floors).

To limit time spent in hallways, it is recommended that students in the younger grades practice tying their shoelaces or use velcro strap indoor shoes.

ILLNESS

We have always taken the position that students who are ill should not be at school. We understand that at times, **it may have been easier to send a child to school if he or she exhibits mild symptoms rather than arranging for child-care. Unfortunately, in our current climate, this is no longer acceptable. We must do everything we can to make sure that everyone is safe.**

Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school. Staff will also assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school.

All persons should use the [health assessment checklist](#) to assess themselves daily prior to entering the school/site. Any person who selects “yes” on any of the screening questions will not be permitted to enter the school, pending further testing for COVID-19.

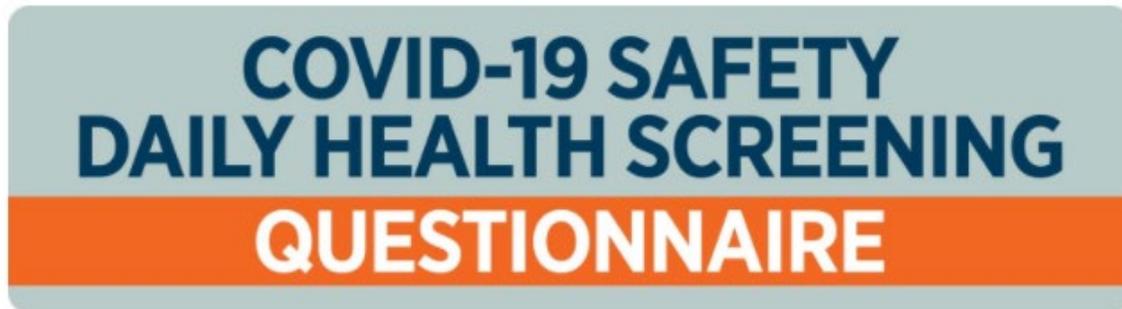
Signs will be posted reminding persons not to enter if they have COVID-19 symptoms, even if symptoms resemble a mild cold.

Cases of COVID-19

If there are cases of COVID-19 identified within school settings, the Zone Medical Officer of Health will work directly with the school division and school administration to provide follow up recommendations and messaging for staff, parents/guardians, and students. Schools and sites will collaborate with division staff and the Zone Medical Officer of Health during potential and confirmed cases. Alberta Health Services may request the school close in-person classes to allow a public health investigation to take place. The decision to send a cohort/class home or to close a school will be made by the local Medical Officer of Health. If this were to occur, the school will support students and staff to learn or work at home if they are required to self-isolate.

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Added October 18, 2020



Please click below for the most updated DAILY
HEALTH SCREENING QUESTIONNAIRE

<https://www.ecsd.net/page/8503/daily-health-screening-questionnaire>

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Should a student exhibit signs of illness at school, they will be moved to a designated area within the school/site. Parent/caregivers will be notified and advised to pick up their child immediately. Please ensure that student emergency contact information is up-to date if parents cannot be reached.

Staff supervising symptomatic students will:

- Keep all other staff out of the designated quarantine area.
- Provide the student with a face mask, provided that the student can wear it safely.
- Wear recommended PPE.
- Use strict hand-washing techniques.
- Maintain physical distancing.

When the parent has arrived for pick up, the staff member will walk the student outside to the parent.

Student and Staff Health

Isolation Requirements (Elimination of Risk)

- You are legally required to self-quarantine for 14 days after international travel
- You are legally required to isolate for a minimum of **10 days** if you have a cough, fever, shortness of breath, runny nose, or sore throat that is not related to a pre-existing illness or health condition.
- You are legally required to isolate for a minimum of **10 days** if you have tested positive for COVID-19.
- The mandatory isolation period is 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer.

Stay at home when sick (Elimination of Risk)

- All students and staff who have symptoms of COVID-19 OR travelled outside Canada in the last 14 days OR were identified as a close contact of a confirmed case or outbreak must stay home and self-isolate.
- Students and employees must stay home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases and their symptoms have resolved.
- Students will be supported by their teacher on their Google Classroom if they are required to isolate due to illness or because they are in close contact of a case of COVID-19.
- Those unsure if they, or a student, should self-isolate should use the [COVID-19 Self- Assessment Tool for Albertans](#).

Students and staff are encouraged to get a COVID test if they are unsure of their illness.

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COVID-19 INFORMATION

HOW LONG TO STAY HOME FROM SCHOOL

A student who is required to isolate due to symptoms may return to school—**before 10 days**—if they test negative for COVID-19 and no longer have symptoms, as long as they have not been identified as a close contact of a case of COVID-19. For more details: [Isolation requirements](#)

[Isolation Requirements link](#)

If a student has these symptoms

What to do

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Runny nose
- Sore throat

- Isolate at home for a minimum of 10 days from when symptoms started or until symptoms resolve, whichever is longer.
- COVID-19 test recommended.
- Can return to school before 10 days only if a COVID-19 test is negative, symptoms are gone, and the student is not a close contact of someone with COVID-19.
- If test results are positive, isolate at home for at least 10 days and follow instructions received from Alberta Health Services.

- Chills
- Painful swallowing
- Stuffy nose
- Headache
- Muscle or joint aches
- Feeling unwell, fatigue or severe exhaustion
- Nausea, vomiting, diarrhea or unexplained loss of appetite
- Loss of sense of smell or taste
- Pink eye (conjunctivitis)

- Stay home from school until symptoms go away—**not** required to isolate for 10 days.
- COVID-19 test recommended.
- If test results are positive, isolate at home for at least 10 days and follow instructions received from Alberta Health Services.

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INCLEMENT WEATHER

If the weather is inclement, students will be kept indoors during recess and the noon hour. At such times, an indoor activity will be in effect for all grades. The above policy will be followed when:

- The temperature (including wind chill) is -20C or colder.
- On days when there is continuous rainfall.
- On extremely windy days.

Students are expected to come to school with appropriate clothing for the weather conditions (eg.: toques, mitts, snow pants, scarves, and boots in cold weather). On days when the weather is severe, students will be allowed to enter the school after 8:06am at their designated entrance before school starts.

INCLUSIVE EDUCATION

At St. Philip, we provide support for all students in an inclusive setting within the regular classroom and in online classes. Each of our classes has access to our learning coach, who works primarily with students who have special learning needs. The learning coach may facilitate one-to-one, small group or inclusive classroom support to students. We utilize school-based resources and access outside agencies and support when necessary. Due to COVID protocols, most supports will be in class with some small group activities. Cleaning and sanitizing procedures will be completed before and after small group work.

INTERNET/TECHNOLOGY

Students are required to have parental permission before being able to access the Internet. Student use of the Internet is always supervised. Unacceptable use of the Internet and/or computer may result in the loss of the privilege. St. Philip is on the web. Please visit www.stphilip.ecsd.net for school information. The website has been updated and looks very different. We are continually working with the new platform and adding information.

Students in grades 4-6 are encouraged to bring their own Chromebooks to school. Families interested in buying a Chromebook for their child may access special pricing from our Division suppliers through the Chromebook purchase program. Please contact the school office for more details. Students who bring their own device will be responsible for taking it home to charge it every night. **To aid in planning, teachers will share a Google form for parents to fill out to gather information regarding access to technology to guide their planning.**

All shared school technology will be cleaned before and after use.

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LIBRARY

St. Philip has excellent learning and library resources available for student use. Students may use the resources with the understanding that all borrowed materials will be returned in a satisfactory condition. It is expected that students will pay replacement costs for lost or damaged materials.

As in past years, the library will be closed for September. We will follow ECSD Re-Entry COVID-19 Guidelines when re-opening the library for student use. Hand hygiene, cleaning, and disinfecting protocols will be followed. **Returned materials will be in a dedicated space for 72 hours** and cleaned where possible before returning to circulation.

The library will **open on Monday, October 19th** for students to take out library books. Currently, we are asking that all library books remain at the school. The following will be the process for library time:

- Children are to sanitize their hands upon arriving and leaving the library.
- There will be an enter and exit station in which there will be sanitizer available.
- The library has been set up for social distancing.
- There are WAIT HERE stickers (orange in color) for the students waiting to check out books
- We also have multicolored plastic circles on the floor for students who have checked out a book and are waiting for the rest of their classmates checking out books.
- For the students looking for books there will be a certain number of students who can do that at one time. Our Media Resource will take a couple of minutes to explain this on the students' first day of library.
- Books will be in quarantine for 3 full days.
- Library books will not be going home. This will be revisited in the next couple of months. They can be kept in a student's desk for them to enjoy at school.
- After library, each student is responsible for picking up their own circle and placing it in the basket provided. It will then be sanitized and ready for the next class.

LITURGICAL CELEBRATIONS

Several religious and other celebrations are held during the year. Unfortunately, at this time, parents and visitors will not be able to attend our celebrations. This year, celebrations will be limited to cohort groups with appropriate physical distancing in place. Most celebrations will take place within classrooms through Microsoft Teams. All students follow a religion program approved by the Canadian Conference of Catholic Bishops. Weekly scheduled visits with our local priest will continue to enrich our relationship with our parish community.

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LOST AND FOUND

Please label all items of clothing (jackets, shoes, boots, etc.) with your child's name. This will facilitate the return of misplaced items. Lost and found boxes are located at both west entrances. Unidentified clothing articles will be placed in these boxes. We encourage students and parents to check them frequently. Smaller items such as keys or jewelry are normally kept in the office.

Unclaimed articles are donated to a charitable organization at different times during the school year. **There will be no Lost and Found box this year. Students are asked to bring the minimum to school each day and to label all items. An item without a label will be discarded at the end of the day to limit exposure to staff and students.**

LUNCH/HOT LUNCH PROGRAM

In keeping with ECSD Re-Entry COVID-19 Guidelines, to limit possible exposure from outside sources, **our hot lunch program/milk program will be suspended until further notice.** Many of our families drop off lunches from area restaurants or utilize food delivery services to provide lunches for students. Unfortunately, as stated in the ECSD Re-Entry COVID-19 Guidelines, this practice **will no longer be allowed**, since we must limit possible exposure from outside sources. Students are encouraged to bring a lunch from home with the necessary cutlery. The school will not have individualized packaged utensils. It is very important that students do not forget their lunch as we will have limited individually pre-packaged items that we can supply to the students that will not sustain the child. **Parents will not be permitted to drop off lunches or any other forgotten materials during the day.** As well, in accordance with provincial guidelines regarding shared food during COVID-19, families will not be able to send treats or food for birthdays or special occasions until further notice.

MEDICATIONS TO STUDENTS

On occasion, we have been asked by parents to ensure their child receives prescribed medication. Please be aware that for school staff to do so, parents must complete a "Request for Administration of Medication at School" Form and have it signed by their family doctor. The school will administer the medication according to the doctor's prescription, provide safe and limited access, store the medication, and shall keep a record of each student receiving medication. Staff members administering medications will be required to maintain hand hygiene and to wear Personal Protective Equipment, including gloves.

Students who administer their own medications are asked to assist us by ensuring that prescribed pills, liquids, and inhalers are not casually left in student-frequented areas. Students with an EpiPen are always required to have it with them (i.e. fanny pack or small purse) to ensure immediate access if necessary.

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Medical Alert: If your child has a condition that would require special medical attention, please complete the Medical Alert Form as accurately as possible and return it to the school as indicated each year. It is important that you keep us informed of any changes in your child's medical status.

MESSAGES TO STUDENTS

Please ensure that your child(ren) are aware of after school arrangements before coming to school. Except in the case of emergencies, we are unable to interrupt classes. We are happy to pass along messages at the end of the day.

MUSIC

Every class starts with music listening/appreciation. The kids can choose colors, shapes, images or words to "draw" to the music. During this time, the music teacher ties in key concepts that they are focusing on: tempo, dynamics, high and low etc... She also builds concepts through listening to songs/chants and ties in movement. Mid-October individual music kits will be completed and distributed to students to be used at school. Students will be able to play "instruments" that have been created with everyday materials such as, plastic eggs, cups, rice, pool noodles, scarves, bells, and so much more. Thank you to Parent Council for their monetary contribution.

NOON HOUR PROCEDURES

Students in grades 1-6 eat lunch in their homeroom classrooms and are expected to follow directions from the supervisors. There will be no student lunch monitors; teachers will monitor students during lunch time.

Unfortunately, we do not have microwaves available for student use. Therefore, parents are asked NOT to send frozen entrees or items that require heating at lunch time. Students must bring their own utensils as the school does not have individually packaged utensils.

General noon hour expectations include:

- Talking quietly
- Remaining seated while eating lunch
- Cleaning up after themselves
- Following directions from supervisors or monitors.

Students are expected to keep the classrooms and hallways clean. Failure to do so may result in loss of the privilege or the students doing service work around the school. Specific routines will be reviewed regularly with students. Students must always remain on school property. As per the ECSD Re-Entry COVID-19 Guidelines, all schools are to remain closed campuses over lunch, and as such students may not leave at lunch.

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PARENT COMMUNICATION

In lieu of a school newsletter, regular updates are sent to families. A monthly calendar as well as division information will continue to be shared monthly. Important information regarding school activities and community events will be shared. It is one of our prime instruments for keeping parents informed about school activities. Please watch for it and keep it as a handy reference.

PERSONAL BELONGINGS

Students are asked to:

- Leave wet footwear on the boot-racks and change into indoor shoes in their classroom.
- Backpacks will be placed on student chairs in the classroom.
- Minimize the number of belongings they have at school.
- **Leave toys and stuffies at home** due to ECSD School Re-Entry COVID-19 Guidelines.

PERSONAL PROPERTY

Students are responsible for all personal property. All personal items should be clearly labelled with the student's name. Outside clothing and footwear are to be kept in designated areas. Money and other valuables found on the school premises are to be turned into the homeroom teacher. Students should never leave money or valuables on or in their desks, in their coat pockets, boot rooms or backpacks. Students should not bring articles such as skateboards, in-line skates, and other toys or stuffies, scooters, laser pointers or similar items to school. We suggest that expensive articles and treasures be kept at home. The school cannot be responsible for damage or loss.

PLAYGROUND EXPECTATIONS

Students are expected to:

- Use school equipment appropriately and safely.
- Play safe games that will not harm or potentially endanger themselves or others.
- Play games that will allow for physical distancing.
- **Gather and play in designated playground areas during recess according to cohort schedules.**
- **The playground is for at school learners during the school day.**
- Stay on school property.
- Show consideration for others.
- Attempt to solve playground problems peacefully, using respectful strategies, involving staff where appropriate.
- **Playground will be closed before and after school.**

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POWERSCHOOL – Parent Portal

All parents who have access to an internet connection are asked to sign up for their Parent Portal through PowerSchool. This website allows parents to access information about attendance, missed assignments, homework and upcoming events. As well, report cards are viewable through the Parent Portal and are available for a two week window. Payments for school fees and field trips are made through Parent Portal. The PowerSchool site is accessed at: <https://powerschool.ecsd.net/public> School Staff will assist new families with creating PowerSchool accounts early in the school year.

REPORTING PERIODS

Report cards are available for viewing through Parent Portal at regular reporting periods. Printed report cards are available upon request. Listed below are the reporting terms for the year:

Report Term 1: September to January
Celebration of Learning – November
Report Card: January

Report Term 2: February to June
Celebration of Learning - March
Final Report Card: June

Note: Celebration of Learning will be conducted using online tools this year such as TEAMS. More information will be provided closer to the day.

SCHOOL COUNCIL

School Councils are collective associations of parents, principal, staff, and community representatives who seek to work together to promote the well-being and effectiveness of the entire school community, thereby enhancing student learning. A school council is a means to facilitate cooperation among all the concerned participants in the local school. Parents – please consider attending our school council meetings and having a voice in school initiatives. School council meetings will be conducted through Microsoft Teams this school year.

SCHOOL SUPPLIES

Please keep in mind that supplies may need to be replenished and or requested during the year. Supplies are not sold at the school.

SCHOOL PAYMENTS

Payments for bus passes, school fees, and other school-related activities such as field trips(postponed) are made through Parent Portal. You can pay using VISA or Mastercard through Parent Portal. Unfortunately, we are not able to accept cash or cheques.

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SPECIAL THEME DAYS

Special events such as Halloween, Christmas, Valentine's day etc... the following will be in place for classroom parties/activities.

- a. Please send your child to school already dressed for the activity should there be a costume. Costumes must allow for sanitization and washing of hands – therefore no hand coverings.
- b. **Covid masks** must still be worn.
- c. We will not be asking parents to provide food for classroom parties/activities. Students are to bring their own treats and food. **No sharing of candy or any food among students. Please do not send your child with any type of food items or treat bags to share even if individually packaged.**
- d. Classroom activities will be planned for the students to still enjoy participating in the day.

STUDENT ROAD SAFETY

AMA PATROLS

AMA School Safety Patrol program has kept pedestrians in Alberta's school crosswalk safe. School Safety Patrol is diligently working on a series of program adaptations that will ensure health and safety, that complies with all COVID-19 guidelines while they also deliver safety at the crosswalk. Safety measures will include plans to ensure physical distancing, safe training techniques by utilizing virtual instructional methods, and School Safety Patrol equipment handling precautions. School Safety Patrol will resume only when it is safe to do so. We currently do not have trained AMA Patrols. We are hoping to train our current grade 5 students in the spring of this school year to prepare for the 2021-2022 school year. More information to come. **Please talk to your child about safety rules when crossing the street.**

STUDENT SAFETY DROP OFF AND PICK UP

87 street is a concern in the morning. Please DO NOT PARK in the drop off zone. This area is meant for a quick and safe drop off zone and will require you to move on. Students and parents are reminded to cross 87 street using the crosswalk and not allowing your children to cross the road at any spot from the other side of the street. Please do not double park while dropping off your children. **Please follow through when a supervisor directs you to follow our road safety.**

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TESTING

Students in Grade 4 write a division exam in Language Arts. Students in Grades 6 and 9 write Provincial Achievement Tests in May and June. Currently these tests will continue.

Students in grade 3 and grade 6 typically write standardized tests: CCAT (Canadian Cognitive Abilities Test) and/or CTBS (Canadian Test of Basic Skills). CCAT/CTBS tests will not be administered this school year. The test dates for CTBS/CCAT will be removed from the calendar of events posted on the website.

VISITORS

Currently, we are strictly limiting visitors to the school. All ECSD staff and those who offer professional services, such as student teachers or psychologists, will continue to have access to our school. Members of our parishes will also be welcome in our school. Additional visitors, such as guest speakers, or volunteers, will not be permitted at this time. **Parents are asked to make phone or online appointments with school staff.** All visitors to the school must follow our required safety protocols:

- Use self-screening tool before entering the building (if a visitor answers YES to any questions, he or she will not be permitted to enter)
- Wear a mask
- Use hand sanitizer
- Report to the office
- Sign the visitor log
- Wear a visitor tag or school division ID.

This helps us to maintain a safe and secure environment for our students. Students are asked to report the presence of strangers to the principal or staff. **Parents/Guardians should not be entering the building. Please contact the school to make a phone or online appointment. It is very difficult to support parents through our door intercom system.**

VOLUNTEERS

At this time, volunteers will not be allowed in schools. Although we value the contributions and support our volunteer parents provide for us, we do need to maintain the integrity of our cohorts and physical distancing within the school. When provincial restrictions are lifted, then we will once more gladly welcome volunteers into our school and the following will be in place:

- Volunteers are asked to sign in at the office and wear a visitor tag.
- In keeping with district policy, all parent volunteers are required to complete a Volunteer Registration Form, which is kept on file at the school for a two-year period.
- Volunteers who work with students in situations where no staff member is present, such as coaching sports teams or transporting students, are asked to complete both a Police Information check and an Information Record Check.

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WATER FOUNTAINS

Students must bring water bottles from home, filled to start the day, and may subsequently fill those bottles throughout the day as needed. Our traditional water fountains will be open, but ONLY to fill a student's water bottle. Signage will be posted reminding students to use the water fountains to fill their water bottles only. Frequent cleaning of the water fountains will be conducted throughout the day.

WHOLE SCHOOL ACTIVITIES

St. Philip is a very busy school in terms of activities and events that extend learning and build community.

RELIGIOUS CELEBRATIONS

As a Catholic school, we mark important events in the school and liturgical calendar in celebration. Students at our school attend several masses during the school year at St. Matthew Parish and/or Santa Maria Goretti Parish. We will work with our parish communities to continue the parish school relationship.

SEASONAL EVENTS

We hold many events for the entire school that are specific to a particular time of year, such as Halloween activities, Christmas activities, Valentine's activities, Carnevale and many others. For the time being, these celebrations will take place in classrooms. Students will be required to bring their own snacks and treats for classroom events since we are not permitted to share food with one another.

ELEMENTARY ACTIVITIES

There are a number of events and activities that are specific to our elementary, such as our annual Christmas/Spring concert, participation in Volleyball Tournaments and fun days. St. Philip students also look forward to many field trips and activities over the course of the year. Unfortunately, these events are on hold until restrictions regarding large gatherings are lifted.

GREAT STUDENTS

Students at St. Philip strive to live in ways that demonstrate our Catholic faith. They are hardworking young people who are unfailingly polite and well-mannered. They go out of their way to live the gospel values of caring for the poor, the marginalized and the less fortunate.